

PARCEL/FINAL MAP CHECKLIST

Project ID / Description:					
		Reviewer / Date:			
	<u>Yes</u>	<u>No</u>	<u>N/A</u>		<u>ITEM OR DESCRIPTION</u>
MAP SUBMITTAL PACKAGE REVIEW					
					3 copies of Map with Tent. Map* / 6 copies for Parcel Maps w/out Tent. Map**
					(*1 copy to T&DS, Survey & Planning)
					(**1 copy to T&DS, Survey, Planning, Building, Police & Fire)
					2 copies of current title report (Within 90 days)
					(1 each to T&DS and Survey)
					1 set of closure calculations (signed & sealed)
					(Copy to Survey)
					2 sets of maps and deeds used to prepare map
					(1 each to T&DS and Survey)
					All Map Review Fees
MAP REVIEW					
C					Map conforms to Tentative Map, Planning conditions, Map Act and City Muni Code?
C					Map sheets 18" X 26" with 1" border from edge?
C					Map Statements formatted correctly? (Ownership statements adjacent to left margin, Engineers' Statements, Clerk's and Recorder's Certificates adjacent to right margin)
C					Title block must be at the top of the page either centered or at upper right of each sheet and numbered one of three, etc. with description of property such as "BEING A PORTION OF THE ...ETC."
C					Date of Map (Month and Year) shown?
C/T					Map includes a North Arrow?
C/T					Map includes a Scale?
C					All standard notes as required, including area within distinctive border?
C/T					Map includes complete Standard Legend? (Include all found and set pipes and monuments-Include "As Noted")
C/T					Map references shown?
C					Index Map, if multiple sheets?
C					"Financing Map" deferral note included?
C					Soils/Geologic statement shown?

PARCEL/FINAL MAP CHECKLIST

	Yes	No	N/A	ITEM OR DESCRIPTION
C/T				Distinctive Border Line shown? (Distinctive Border Line around property to be subdivided-easements and ROW dedicated by this map to be within the distinctive border line)
T				Basis of Bearing indicated? (Basis of Bearing: Must be between two found monuments of record and include distance and bearing. Provide TIE to boundary with bearing and distance)
C				All streets shown and ROW dimensioned?
C				All streets (public, private) named?
T				Curve data for all curves?
T				Radial Bearings for all non-tangent curves?
T				Parcel tie to next sheet?
T				All new Public and Private Street monuments are City Standard?
T				Existing / found monuments verified by Record Maps?
T				Witness monuments shown?
T				Public street monumentation complies with Muni Code Section 19.24.010?
T				Subdivision boundary monumentation complies with Muni Code Section 19.24.010?
T				Private street monumentation complies with Muni Code Section 17.76.120?
T				Map agrees with Record Data? (Adjoining record maps or records of survey-(give record data and provide copies of documents))
T				Record and measured data shown and differentiated?
C				Adjoining property owners names shown for unsubdivided property, or record map reference with lot or parcel number and book and page?
C				Lots designated by numbers or letters?
C				Future streets shown where applicable? (Adjacent to and outside the Distinctive Border line)
T				Closure calculations certified? (Survey Closure Calculations must be certified (Signed and stamped) by a Registered Civil Engineer or Licensed Land Surveyor)
T				Closure calculations within allowable precision (1:20,000)?

PARCEL/FINAL MAP CHECKLIST

	Yes	No	N/A	ITEM OR DESCRIPTION
T				Closure calculations indicate area? (Survey Closure Calculations must include: gross area within Distinctive Border line, individual lot areas and public street areas dedicated by this map)
C				Public Street Dedication shown?
C				Santa Clara Valley Water District Dedications shown?
C				Public Service Easements and other public easements shown?
C				Private easements shown?
C				Restricted Access required/shown?
C				Geologic Set Back Zone required/shown?
C				Property borders County or another City? (If the property is next to city boundary with county or other city, show and label it)
C				Owner's Statement includes all public and private easements required and shown on map?
C				Engineer's/Surveyor's statement correct?
C				Map signed and stamped by RCE/LLS?
C				City Engineer's / City Clerk's Certificate correct?
C/T				City Engineer's statement correct?
C				City Engineer's statement includes Vacation clause if required?
T				City Land Surveyor's statement correct?
C				County Recorder's Certificate correct?
C				Director of Planning's statement correct?
C				Covenant of Easement present if required?
C				Covenant Acceptance by Director of Planning?
C				Owner name printed below signature line in ownership statement?
C				Company name printed on signature line? (If corporation or partnership include company name above signature line with space for signature and name and title below line)
C				Trustee and/or Beneficiary signature(s) on map?

PARCEL/FINAL MAP CHECKLIST

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>ITEM OR DESCRIPTION</u>
C				Notary Certificate(s) complete and correct? (Notary Certificate filled out for each signatory with current license and no stamp.
C				Signatures in opaque black ink?
C	-	Conformance items reviewed by Development Services staff		
T	-	Technical items reviewed by the City Land Surveyor and his staff		
C/T	-	Conformance/Technical items reviewed by both groups		